

CAREER OPPORTUNITY

Administrative Assistant

JOB SUMMARY

As **Administrative Assistant**, you will provide administrative assistant to all management levels as required.

RESPONSIBILITIES

- Facilitating paper flow and accessibility of information through the office and to owners, asset managers, and tenants
- Fulfilling minor accounting duties and coding invoices for all properties
- Providing relief or back up for the reception area
- Ordering supplies and purchasing office equipment
- Maintaining inventory lists for all departments within the organization
- Requesting and tracking leasing fees for all properties in accordance with management agreements
- Maintaining construction supervision fee reports monthly
- Completing application for Manitoba Securities Commission for broker, authorized official, and salesman licenses
- Submitting bi-weekly timesheets and attendance/vacation tracking to payroll
- Local contact for IT requirements and staff assistance
- Ensuring legal documents and contracts become fully executed and appropriately distributed and maintained
- Preparing monthly reports with variance explanations for review by General Manager and completing draft budget package for all properties
- Other duties as assigned

QUALIFICATIONS

- High school diploma
- Minimum **five (5) years'** experience preferably in property management or a Shopping Centre Environment
- Strong working skills with Microsoft Office Suite
- Experience with various accounting systems an asset
- Excellent customer service skills, attention to detail, problem solving, and organizational skills
- Ability to work well under pressure
- Excellent interpersonal and communication skills